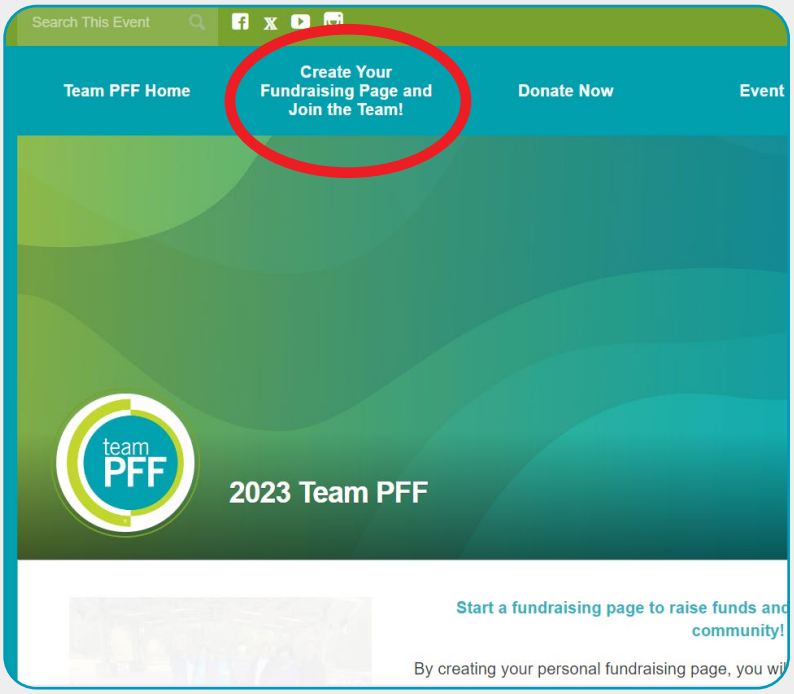
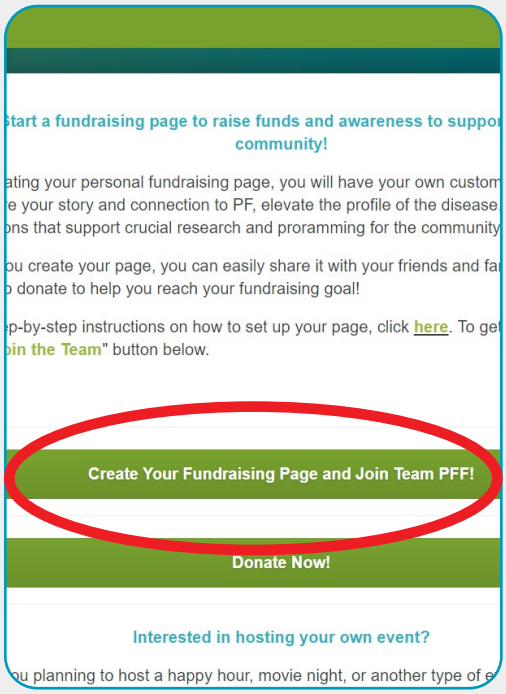
How to create and customize your fundraising page

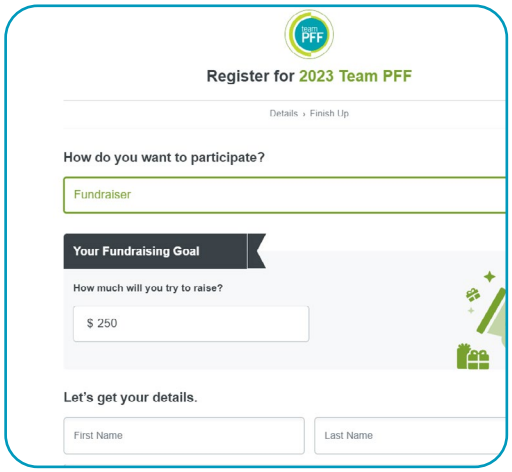
STEP 1: Click **this link** to go to our Team PFF website to get started.

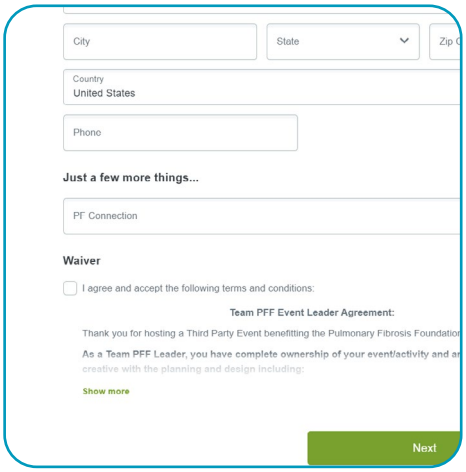
STEP 2: Click on one of the two "Create Your Fundraising Page" buttons on the Team PFF page.



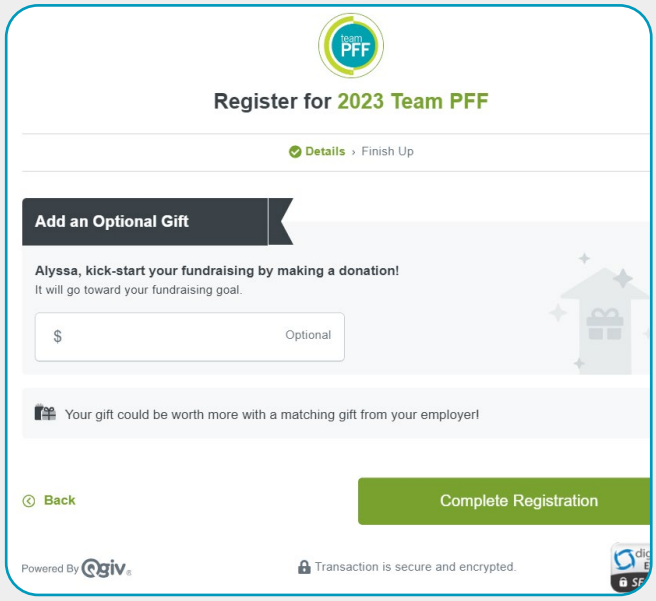


STEP 3: Enter the following information to register: your fundraising goal, personal information, and how you are connected to Pulmonary Fibrosis. You must also agree and accept the Team PFF Event Leader Agreement before clicking next.

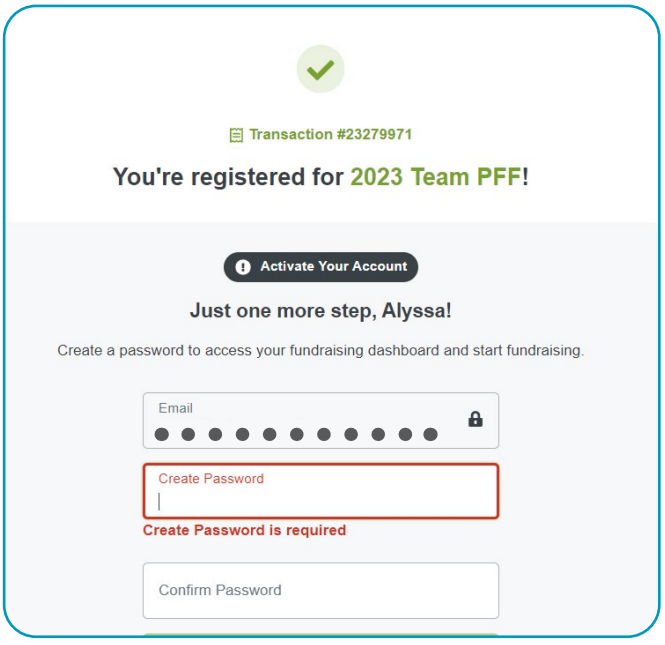




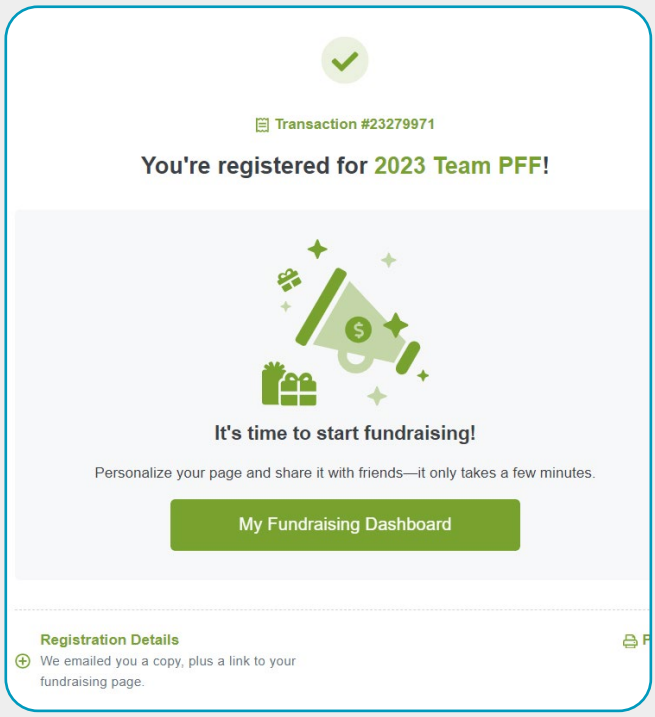
STEP 4: You can add an optional gift to your page to kick-start your fundraising efforts. Then, finish your registration by clicking the "Complete Registration" button.



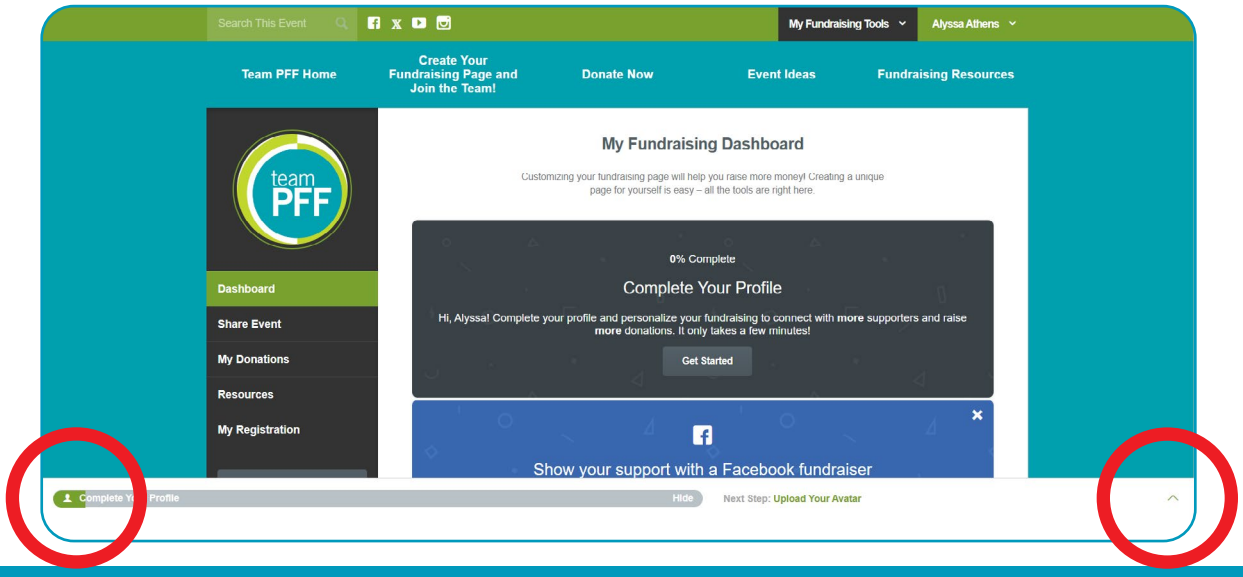
STEP 5: To activate your account, it will ask you to create a password and click "Activate Account." Note that your username will be your email address.



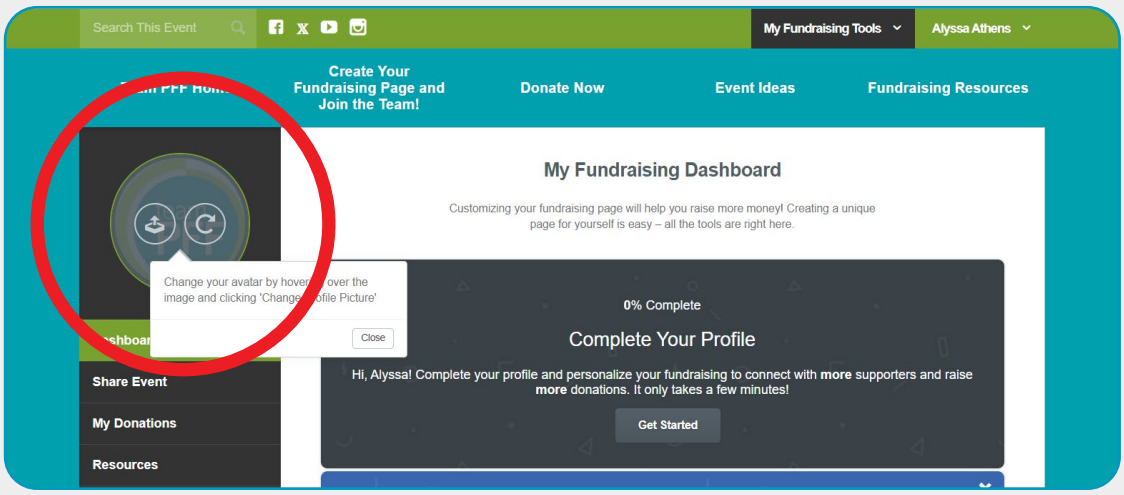
STEP 6: You are now registered! Click the "My Fundraising Dashboard" button to go to your page to start to personalize it. **Note: you will also receive an online registration confirmation email. The online registration confirmation email includes three easy steps to kick off your fundraising campaign, fundraising tools/resource documents, username, and page link.**



STEP 7: You are now on your page. A page creation checklist guide will appear at the bottom of your screen, which says "Complete Your Profile." Follow these prompts to get your page fully set up and start raising funds for the PF community. The page creation checklist guide will walk you through steps 8-12. Click the "Get Started" button in the black box. Note: On the right side, where it says each step ("Next Step: Upload Your Avatar"), there is an arrow, and if you click it, the page create checklist guide will expand, and you will be able to see each step it will have you do.

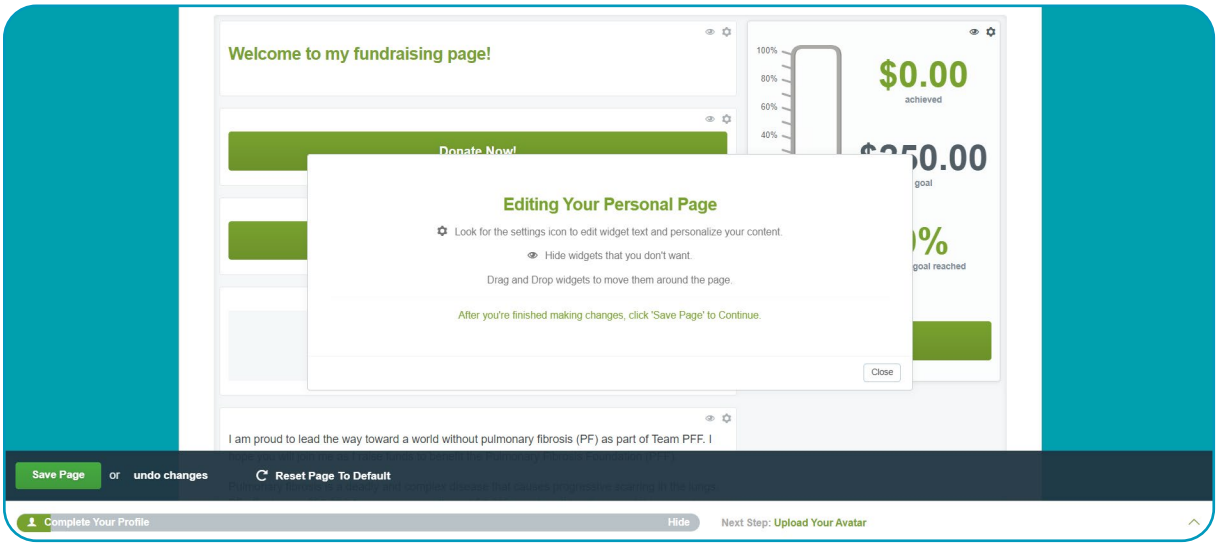


STEP 8: It will first tell you to "change your avatar (the icon on your fundraising page) by hovering over the image and clicking 'Change Profile Picture.'" You can upload a photo of yourself or a loved one or keep the Team PFF logo! Be sure to click save when you're done.

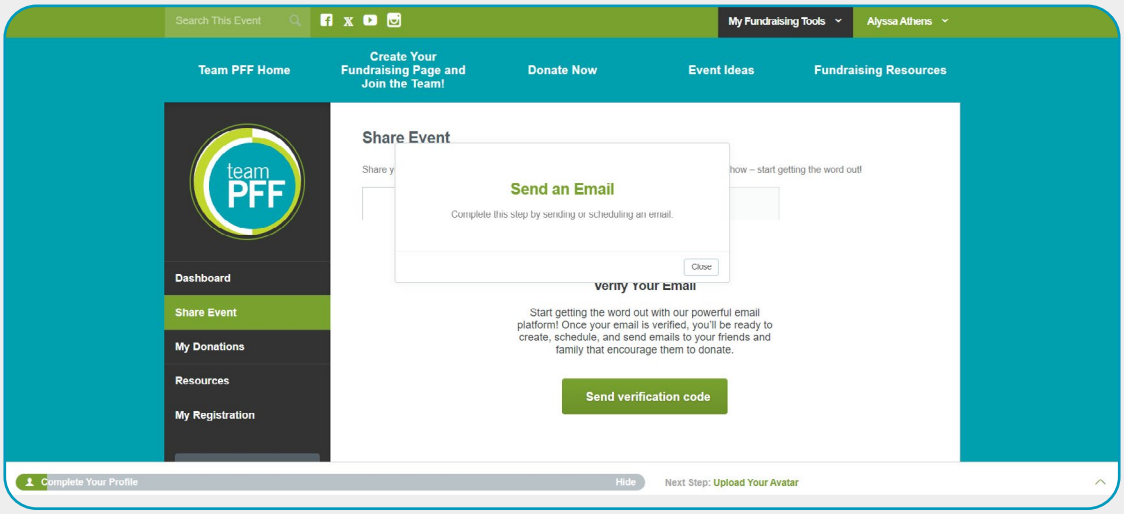


STEP 9: Click continue under complete your profile: update your personal page. Edit your page to change how it looks! **Note: look for the settings icons to edit widgets. Look for the eye icons to hide widgets that you don't want. If you change anything, press the update button at the bottom of each section you edit. After you're finished making changes, click the save page to continue.**

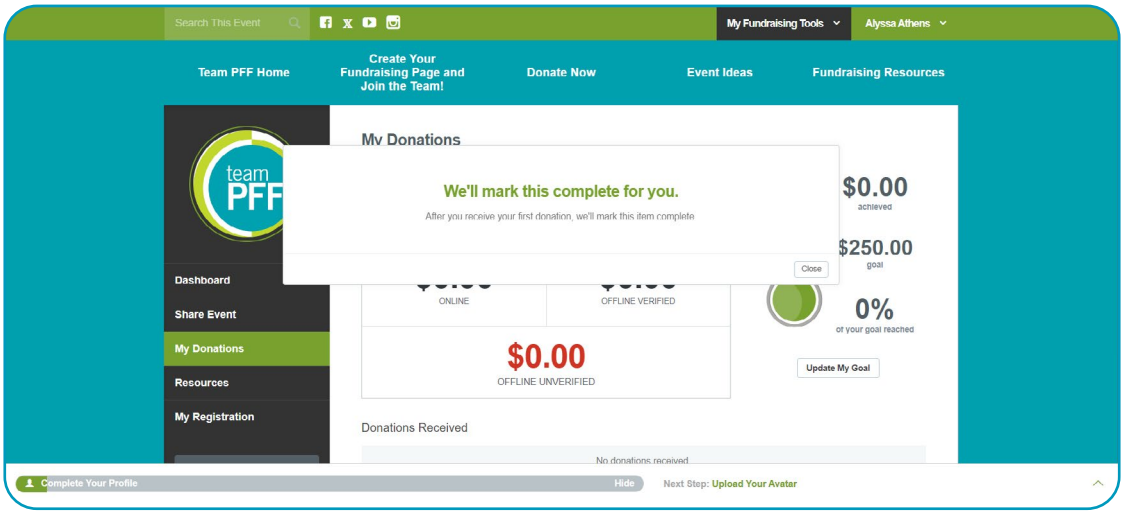
- You can add a title at the top of the page where it says, "Welcome to my fundraising page."
- You have two "Donate Now" buttons to lead to the donate section.
- There is an image gallery to add slides of photos for your page.
- Then, a section to share your story and why you're personally involved with the PFF, which will help you get support from your friends and family.



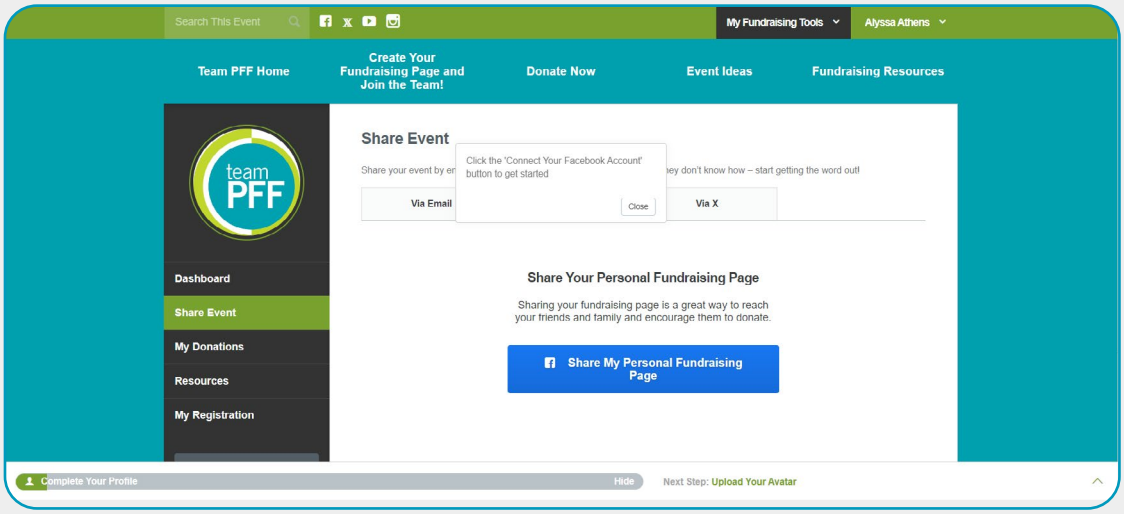
STEP 10: At the bottom of the page where your page creation checklist guide is, press the "send a fundraising email" to start your campaign. Use our template, or feel free to create your own, but email your friends and family to let them know you have started a fundraising page, why you are supporting the PFF, and how they can get involved. You can send the email immediately or schedule it for another time. Note: if you use the template, tags (ex. %EventName%) will be populated once the email is sent.



STEP 11: Then raise your first online donation by clicking the "Next Step: Raise Your First Online Donation." After setting up your page and sending it out, you should see donations coming in! For this step, after you receive your first donation, the page marks this item complete for you.



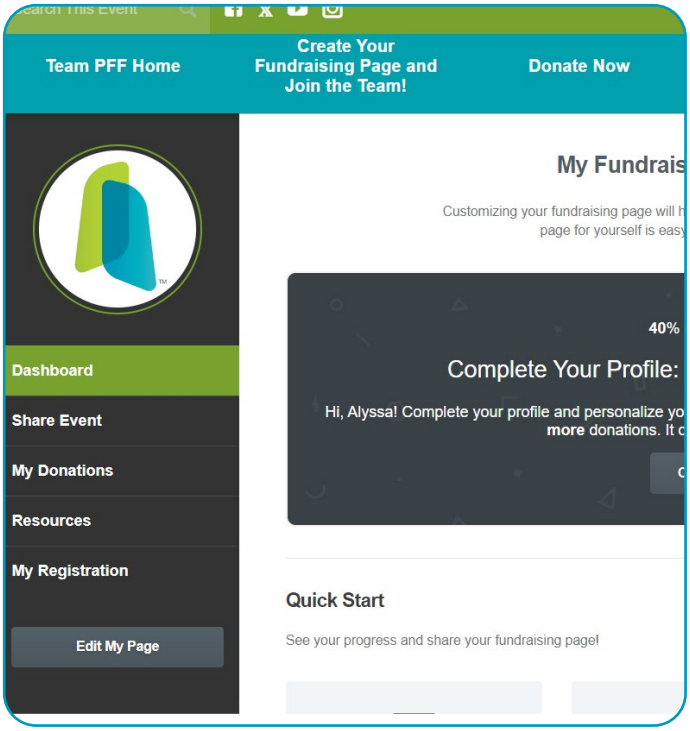
STEP 12: Click “Share on Facebook/Twitter” on your page creation checklist guide to connect your Facebook and Twitter accounts and post to let everyone know you’re supporting the PFF! For both social media tabs, click the “Share My Personal Fundraising Page” to go to your account and make a post.



STEP 13: Your page is complete, and you’re well on your way to reaching your fundraising goal and supporting the PF community!

ADDITIONAL INFORMATION

- Use Your Dashboard To
- See your progress
- Update your goal
- Share your page via email
- Share your page via social media
- View your page (how it will look to visitors)

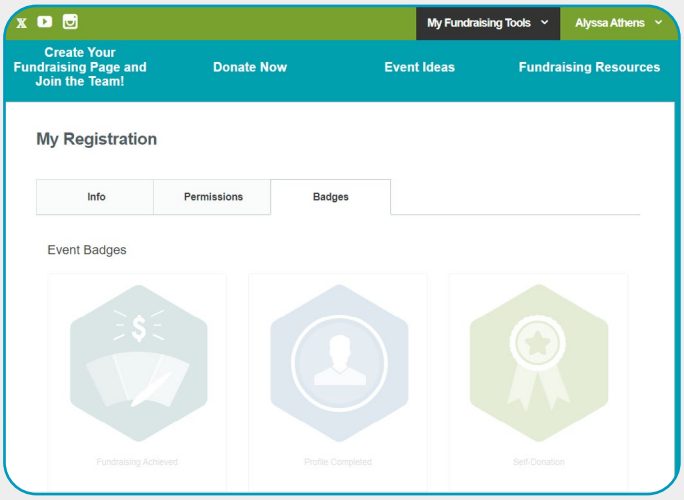


Don’t Forget To Say Thank You!

Visit the “My Donations” tab to see who’s donating to your page, and send them a thank you email from the “Share Event” tab. We will send an automatic thank you from the PFF, but we encourage you to send a more personalized thank you email to all of your donors, telling them why their support matters to you.

Revel In Your Accomplishments

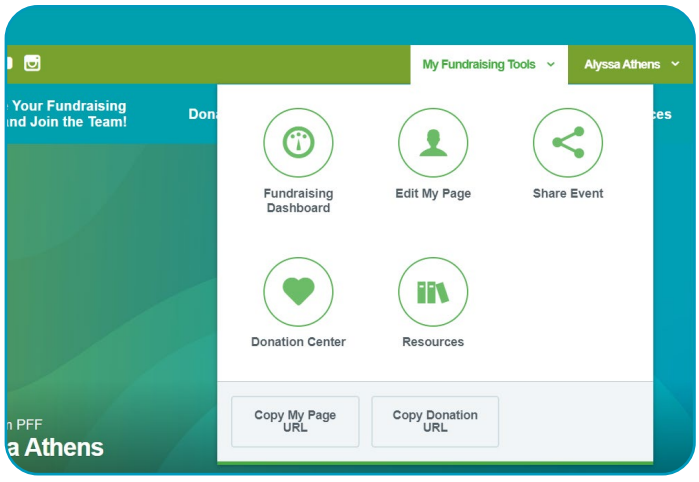
Check out your badges under the “My Registration” tab in the badge section. You can see which badges you may qualify for and those you’ve already achieved!



USE MY FUNDRAISING TOOLS TO GO TO

- Fundraising Dashboard
- Edit My Page
- Share Event
- Donation Center
- Resources
- Copy My Page URL
- Copy My Donation URL

If you need any help setting up your page or have any questions, please don’t hesitate to contact Alyssa Athens.



CUSTOMIZE YOUR PAGE

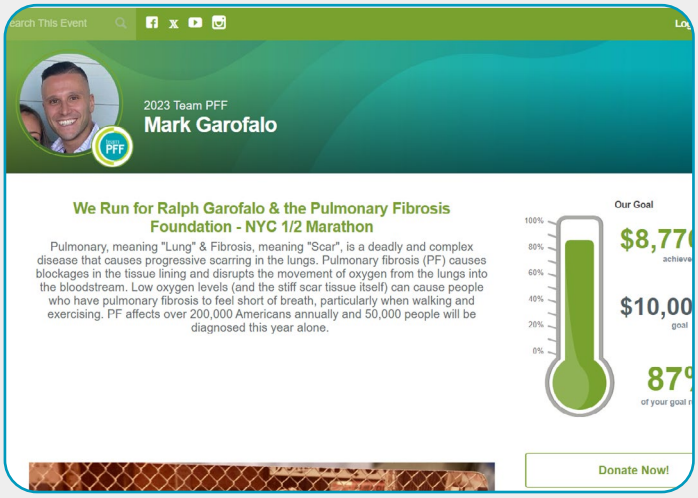
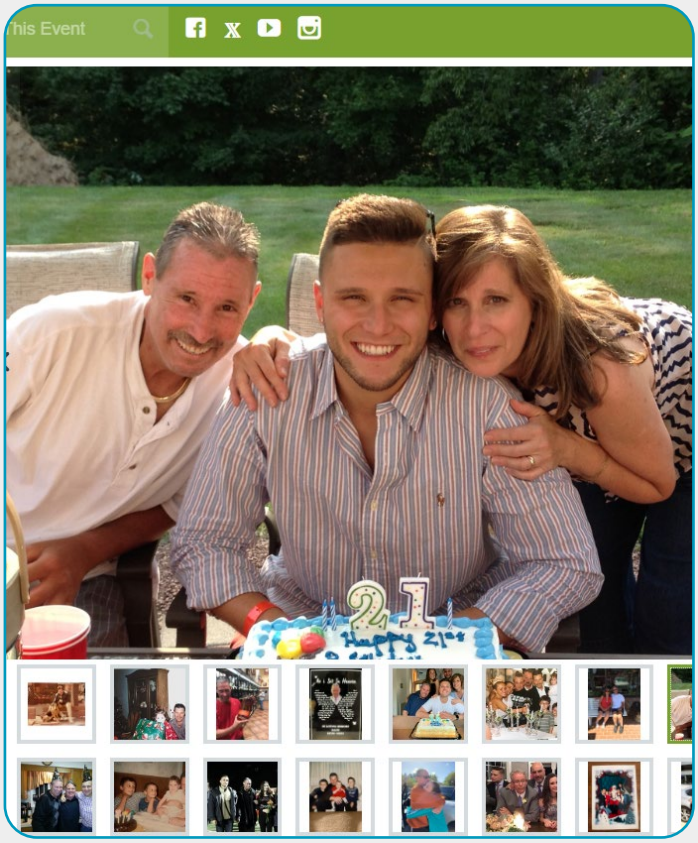
Your personal fundraising page is where you will direct your friends and family to support your efforts and learn about your campaign. Use the following easy steps to make your page stand out and motivate people to donate. Note: if you are hosting an event where you want to allow people to register, please contact the Team PFF staff email at **teampff@pulmonaryfibrosis.org** so they can create your event page for you.

STEP 1: Share your story. Weave together a narrative that illustrates how PF has affected you and your family while requesting support for a cause that is important to you.

STEP 2: Include a picture to connect your story with a face and bring your campaign to life!

STEP 3: Add a video to articulate your story further and motivate people to donate.

STEP 4: Link your social media accounts to your page to easily share with your online network.

STEP 5: Make a self-donation. This is a great way to get started and jump-start your fundraising!

STEP 6: Update your goal. Donors are more likely to give when they know they're helping you reach a goal, so be sure to share how much you're trying to raise. When you meet your goal, don't forget to increase it!